



HOUSTON COMMUNITY COLLEGE

## PROGRAM INSTRUCTIONAL PLAN

PROGRAM Student Success Program

DATE 9/7/2017

COURSES OFFERED THIS SEMESTER EDUC 1300

# FACULTY 23

CAMPUS(ES) Southwest, Southeast, Central,  
Northwest, Northeast

FACILITIES NEEDED No additional facilities needed

ADDITIONAL NECESSARY MATERIALS  
No additional materials needed.

150 access codes have been granted from the MacMillan Publishing Company, that will grant students with need an e-textbook and LaunchPad online system at no charge.

### SUPPLEMENTAL INSTRUCTIONAL ACTIVITIES

No supplemental activities are currently planned outside of the robust student orientation posted in the system EagleOnline course. The faculty syllabus has been modified to accommodate the 14-week schedule with new due dates. A 14-week canvas course was created and is being used by all faculty. The due dates for all assignments have been changed and extended, and the textbook online lab content was modified. We anticipate allowing students extensions during the initial weeks of the semester.

### NECESSARY PROFESSIONAL DEVELOPMENT

Professional development sessions are taking place throughout the system (see the schedule below) and a host of videos and step-by-step guides have been created to assist faculty with the necessary changes. See the picture below or the program learning web page for a list of handouts, the new syllabus, and videos.

### Program Learning Web Page

#### EDUC 1300 Resources Folder

<https://learning.hccs.edu/programs/student-success-resources/learning-framework-resources>

## EDUC 1300. LEARNING FRAMEWORK RESOURCES

**kimberly.koledoye**

14 Week Syllabus Template

How to Upload the 14 Week Canvas Course and Reconnect LaunchPad Video

How to Set Up the 14 Week Course in Canvas Guide

How to Change Dates in LaunchPad Guide

14 Week EDUC 1300 EagleOnline Course Download Link

How to Customize Your EDUC 1300 Canvas Course Video

Learn how to update the Start Here page, relink your buttons, and how to upload your photo.

How to Change the Syllabus in Your Canvas Course Video

How to Copy Your Own Canvas Course into one of Your Other Canvas Courses Guide

Curriculum Vitae Template

Faculty Guidebook

<https://learning.hccs.edu/programs/student-success-resources/learning-framework-resources/14-week-syllabus-template/view>

### Professional Development Schedule 9/4-9/9/2017

<b>Beverly Hixon</b>	Southeast College Angela Morales Building Room 207 Thursday, September 7, 2017 10:00am-2:00pm	<b>Sheryl Holland</b>	West Loop Campus Room C129 Thursday, September 7 2PM-4PM  Stafford Campus Learning Hub, 3 <sup>rd</sup> floor – CIC (301) Friday, September 8 10AM-2PM
<b>Darin Baskin</b>	Central College Learning Hub, Room 304 Thursday, September 7 12PM-3PM	<b>Pamela Bilton Beard</b>	West Loop Campus, Room C129 Thursday, September 7 2pm-7:30pm  West Loop Campus, Room C129 Saturday, September 9 9:30am-11am  West Loop Campus, Room C129 Sunday, September 17 2:30pm-4:30pm
<b>Paulette Heidbreder</b>	Northline Campus Room 423 Thursday, September 7 10am-2pm	<b>Kimberly Koledoye</b>	Spring Branch Wednesday, September 6 11:00- 3:00  Central College Friday, September 8 San Jacinto Bldg., Room 339 (CIC) 10:00 a.m.

\*Adjunct Meeting and Training Saturday at the West Loop Campus at 9am in room C129

Ongoing training will occur as needed.

1. Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at HCCS.
  - A. Goal Setting Assignment -Week 1
  - B. Typefocus Assessment
  - C. Career Research Project- Week 7
  - D. Advisor Meetings & Planner Completion
  - E. LaunchPad Online Lab Assignments and in-class activities from Chapters 1, 11, & 12
2. Identify and use strategies to manage your time, energy, finances, and personal responsibilities.
  - A. Time Management Assignment -Week 3
  - B. Financial Planning Assignment- Week 5
  - C. Texas Reality Check Assessment & PlaySpent.org
  - D. LaunchPad Online Lab Assignments and in-class activities from Chapters 3, 10, & 11
3. Identify and use various services at HCCS.
  - A. Campus Resources Scavenger Hunt Assignment- Week 1 & 2
  - B. LaunchPad Online Lab Assignments and in-class activities from Chapters 1, 5, & 10
4. Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.
  - A. Annotating and Note Taking Assignment- Week 6
  - B. Mindset Survey
  - C. Motivation Assessment
  - D. GRIT Scale
  - E. Multiple Intelligences Assessment
  - F. VARK Learning Assessment
  - G. Group Presentation Project - Week 13
  - H. LaunchPad Online Lab Assignments and in-class activities from Chapters 2, 4, 5, 6, 7, & 8
5. Learn and practice essential skills of academic, career, and personal success.
  - A. Career Research Essay Assignment
  - B. Emotional Intelligences Assessment
  - C. Stress Management Assessment
  - D. In-class discussions
  - E. Weekly student scenario case studies
  - F. Volunteer Opportunity Match
  - G. LaunchPad Online Lab Assignments and in-class activities from Chapters 9, 10, 11, & 12

EVALUATION PROCEDURES (How will we know this has worked?)

Student assignments will be graded to assess the degree of content knowledge acquired. The LaunchPad Online Lab assesses mastery in each SLO and learning objective in the course. All courses will utilize the LaunchPad system. The grades from the online lab system will be calculated into the final student grade. Students will also complete weekly case studies to demonstrate their abilities to make decisions based upon knowledge acquired in the courses. Students will write a career research essay. The course culminates with a group presentation project that synthesizes the experiences and knowledge acquired in the course. Each student will also take a departmental Final exam and most faculty will



administer the optional departmental midterm exam.

COMMUNICATION PLAN (How will you inform all faculty, especially the program adjunct faculty, of the Program Instructional Plan?)

Numerous emails have circulated advertising training dates, changes to the syllabus, and resources. Our chair, Dr. BiltonBeard, has gone above and beyond to individually contact each faculty member to check their status and apprise them of updates. Numerous faculty meetings have taken place during the week of September 4<sup>th</sup> at Spring Branch, West Loop, Northline, Southeast, and Central Colleges. Additionally, online meetings have occurred and training has been conducted by phone.

Program Coordinator Signature

Kimberly Golodetz / M.S.

Department Chair Signature

Pamela Bilton-Beard / M.S.

Dean Signature

Maria Straus 9/8/17